Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SMT. MITHIBAI MOTIRAM KUNDNANI COLLEGE OF COMMERCE AND ECONOMICS**
Name of the head of the Institution	**Dr. A. C Vanjani**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**022264945230**
Mobile no.	**9769032772**
Registered Email	**principal@mmk.edu.in**
Alternate Email	**iqac@mmk.edu.in**
Address	**Vidyasagar Principal K.M. Kundnani Bandra Campus, Adv. Nari Gursahani Road, T.P.S III, Off Linking Road, Bandra(W)-4000050**
City/Town	**Mumbai**
State/UT	**Maharashtra**

Pincode	**400050**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Megha S Somani**
Phone no/Alternate Phone no.	**02226494510**
Mobile no.	**9820085430**
Registered Email	**principal@mmk.edu.in**
Alternate Email	**iqac@mmk.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.mmk.edu.in/wp-content/uploads/2021/03/aqar-2017-181.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.mmk.edu.in/wp-content/uploads/2021/08/academic-calender-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	**A**	**3.20**	**2017**	**02-May-2017**	**01-May-2022**
2	**A**	**3.29**	**2011**	**08-Jan-2011**	**07-Jan-2016**
1	**B++**	**2.85**	**2004**	**03-May-2004**	**01-May-2009**

6. Date of Establishment of IQAC	**09-Jun-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC MEETING	04-Jul-2019 1	7
IQAC MEETING	12-Jan-2019 1	8
IQAC MEETING	17-Oct-2018 1	11
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Commerce	Minor Research	University of Mumbai	2018 365	90000
Department of Accountancy	Minor Research	University of Mumbai	2018 365	35000
Department of Business Communication	Minor Research	University of Mumbai	2018 365	25000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Acquaintance with the new framework of NAAC guidelines of Accreditation • Seminar on Women Empowerment • Self Defence workshop • Sensitization programme on "Revised Parameters of NAAC and Structurizing Student Satisfaction Survey • Guidance on Career Plans to help sketch students' future (A Workshop on NET/SET/PET/Public Service Entrance Exams)

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
1. Intimation of yearly schedule of the college to the teaching nonteaching staff and students of the college at the beginning of the year through distribution of academic calendar.	1. Better participation from the part of all concerned in the college activities
2. Incorporation of some more skill development courses in the college.	2. Developing skills in a good number of students and making them Industry ready
3. More placements to the students	3. Giving a good number of students a chance of progression and employment
4. Sending important notifications to all Stakeholders of the college through SMS. Important notifications are also displayed at different locations in the campus of the college.	4. Better intimation of notifications to all teaching, on-teaching staff of the college and the students
5. Making teachers acquainted with the rules and guidelines of institutional accreditation and the new method of NAAC accreditation.	5. Better understanding about the rules of NAAC.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	05-Jan-2019
17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	1. SMS gateway to send important notifications to different stakeholders of the college. 2. Upgradation of the college website with special importance to MIS. 3. Communication of important information to all stakeholders through website and conventional notices. 4. Use of SLIM system in college library for better management. 5. Open door policy for the students to meet higher authorities for better governance.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

To ensure effective implementation of the curriculum we have well planned Teaching and Lesson plans decided and developed by each faculty of the departments in their respective subjects. At the same time individual Teaching Diary is given to all faculties in the beginning of the year to disclose all minor details pertaining to lectures and other curriculum related work conducted during college hours. Further Academic Calendar is prepared every year for the smooth flow of curriculum. Departmental meetings are conducted at regular intervals throughout the year whereby each faculty decides and develops their subjects' related plans as per the directives of Head of the Departments. (H.O.D) in order to evaluate effective implementation of teaching plans, follow up action is taken in the monthly department meetings. As per the directives of university in respective Board of studies or Associations, lectures are given in the time table to the subject faculty as per their workload. Similarly, time table committee is created to meet specific requirements of extra lectures as well as adjust the lectures in case of absence of particular faculty member. Infrastructure facilities such as overhead projectors, mike system are installed in each class room for effective delivery of curriculum. At the same time, easy access to technology for teachers at different places such as computer in the staff room, separate computer room for faculty in library and departmental laptop; enabled them for effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
GST for beginners	nil	25/10/2018	10	Entrepreneurship/ employability	Knowledge of GST is a must for all this course can help them file their own returns too.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BMS	Marketing Finance	06/06/2018
BCom	Accounting Finance	06/06/2018
BCom	Financial Markets	06/06/2018
BCom	Banking &Insurance	06/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	120	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Soft Skills training	31/01/2019	22
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	Marketing & Finance	19
BA	Mass Media	9
BCom	Financial Markets	27
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback mechanism enables us to bring improvement in administration. We obtain feedback formally and informally from students, alumni, parents, employers, Industries, Academic Peers and Community at different platforms such as PTM, Alumni Meet and Placement Cell meetings etc. from time to time. Feedback helps us to improve on certain core areas of institution such as

Infrastructure, administration, governance, teaching-learning process, library etc. Feedback obtained on teaching staff has resulted in better teaching learning experience by use of more technology such as projectors in classrooms and other different innovative methods of learning. Library open access system is also a result of feedback analysis. Administration and Governance has also improved in desirable manner, due to the feedback obtained about counter timings, allocation of duties, admission process, examination scheduling, documentation etc. Thus, effective feedback system has been immensely useful for all stakeholders of the institution in terms of better development and easy effective delivery of tasks at various levels and departments.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accounts&Management	1920	2034	1802
BCom	Banking & Finance	180	263	168
BMS	Marketing& Finance	378	1143	362
BCom	Accounting & Finance	180	580	180
BA	Mass Media	180	543	176
BCom	Financial Markets	180	227	154
MCom	Accountancy	160	252	145
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2842	145	28	Nill	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
28	27	14	27	1	10
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College offers a stimulating sanctuary, a safe place to students where they feel able to share their interests and goals. They are offered support by listening to their aspirations and problems and their talent is nurtured constantly through co-curricular and extracurricular activities and personal guidance given by teachers. 2. Student counseling and career counseling are available on the campus.Counsellors solve the problems students experience in their personal or professional lives. They create a warm climate, practice listening skills and are non-directive. On an average 30-60 students approach the student counselor for help. 3. Teachers are accessible to students whenever they have any difficulties. One to one mentoring as well as group mentoring is done as and when required by them. There are individual and group counseling sessions. Teachers help students to build their strengths, face challenges, find solutions and achieve ongoing success. 4. Tutorials are conducted in the subjects of Business Communication and Mathematics and Statistics where the class is divided into group of 30 students each. Here one to one interaction becomes possible and personal attention can be given to students. The efficient tutorial system in college facilitates the individual teachers to adopt and adapt new modes and methods which they implement without affecting the curricular structure designed by the university. 5. Teachers monitor and guide students from socially disadvantaged groups and special populations. 6. Scholarships are offered to bright students to motivate them to perform better. 6. Workshops and student seminars are also held on specific problems related to adolescence. Workshops are organized on topics like Personality Development, Study Skills, Soft skills, Positive Thinking Self Confidence, Understanding the Self and Managing Learning Difficulties. On an average 50 to 60 students participate in these activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2987	28	1:107

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	24	1	Nill	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	nil	Nill	nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00145	V	13/11/2018	10/02/2019
BCom	2C00345	V	30/11/2018	06/03/2019
BMS	2M00155	V	30/11/2018	18/03/2019
BCom	2C00455	V	30/11/2018	26/03/2019
BA	4000155	V	19/11/2018	13/03/2019
BCom	2C00255	V	30/11/2018	27/03/2019

MCom	2C00255	III	03/11/2018	15/04/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college being affiliated to the University of Mumbai, Mumbai adheres to structure, syllabus and evaluation system prescribed by the university. The subject contents and type of evaluation system to be followed are disseminated to students at the commencement of the year in orientation lectures conducted by the college additionally academic calendar also helps the students to gain valuable insights into various activities. Semester end exams are held as per schedule given by university, the evaluation is mostly ESE (End Semester Examination), in subjects like Foundation course and Computer systems and applications projects are assigned to students to sharpen their research orientation, and weightage of marks is 25 are allocated for project evaluation and viva, this helps in CIE of students, The evaluation is done by respective course teacher and results are declared and displayed on the college notice board within stipulated time limit prescribed by University, students are free to discuss their query with concerned subject teachers. Our students are encouraged to participate in literary and debating events, paper presentations, workshops and seminars. Participation in Sports, NSS and other co curricular activities has increased student's Non-academic orientation and skills. Industrial visits for aided Bcom course have infused the much needed practical orientation to the theoretical discourses students are encouraged to give report on the visit to institution. Certificate course on E-Commerce and GST have benefitted students to get a thorough understanding of the subject. Student feedback is considered an integral part of institutional development. The regular parents and teacher meet gives them a idea on performance of their wards

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares annual academic calendar after discussions and deliberations with faculty members and same is displayed on college website for information of all stakeholders. Academic activities like examinations, for aided Bcom aided and self financed Courses are conducted by University and dates are announced by university. Exposure to cultural and extension activities increases the social orientation of the students, provisional dates are worked out and same is allocated in the calendar. Various skill development seminars are organized by college to give students much needed practical orientation and help them in deciding on right career options, these seminars are part of academic calendar conceptualization.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.mmk.edu.in/wp-content/uploads/2021/09/Program-Outcome-Criterion-2-new.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00533	MCom	Accountancy	65	56	86.15

2C00255	BCom	Financial Markets	50	50	100
4000145	BA	Advt & Journalism	62	61	98.38
2C00455	BCom	Accounting &Finance	59	59	100
2M00155	BMS	Marketing & Finance	126	123	97.62
2C00345	BCom	Banking&Insurance	56	56	100
2C00145	BCom	Accounts& Management	531	473	89.07

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.mmk.edu.in/wp-content/uploads/2021/09/SSS-2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Projects sponsored by the University	365	Mumbai University	1.5	0.6

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property rights	BBI Department	11/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	Nill	nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce accounts Economics	9	6.33

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Accounts(Conference Proceedings)	1
Commerce(Conference Proceedings)	2
Business communication(Co-authored)	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	Nill	0	nil	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	Nill	Nill	Nill	nil

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	5	5	5
Presented papers	3	3	4	Nill
Resource persons	1	Nill	Nill	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
UNIVERSITY LEVEL YOGA CAMP	UNIVERSITY	Nill	6
INTERNATIONAL YOGA DAY	COLLEGE	Nill	42
TREE PLANTATION	COLLEGE	2	25
GURU PURNIMA	COLLEGE	28	50
CONVENTION ON IMPROVING CONCENTRATION AND CONFIDENCE	UNIVERSITY	Nill	2
SAY NO TO PLASTIC	COLLEGE	Nill	50
INDEPENDENCE DAY	COLLEGE	28	50
BANDRA EDUCATIONAL AND RECREATIONAL PROJECT	AREA BASED PROJECT	1	50
TEACHERS DAY	COLLEGE	28	50
AVHAN CAMP	UNIVERSITY	Nill	1
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
BLOOD DONATION	CERTIFICATE AWARDED AS RECOGNITION	MAHATMA GANDHI SEVA MANDIR BLOOD BANK	42
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
AIDS WEEK AWARENESS WEEK.	COLLEGE	AIDS WEEK AWARENESS WEEK.	Nill	20
AIDS WEEK AWARENESS WEEK.AIDS WEEK AWARESS WEEK.	COLLEGE	AIDS WEEK AWARENESS WEEK.	Nill	20
AIDS WEEK AWARENESS WEEK.	COLLEGE	AIDS WEEK AWARENESS WEEK.	Nill	7
AIDS WEEK	COLLEGE	AIDS WEEK	Nill	45

AWARENESS WEEK.AIDS WEEK AWARENESS WEEK.		AWARENESS WEEK.		
AIDS WEEK AWARENESS WEEK.	COLLEGE	AIDS WEEK AWARENESS WEEK.	Nill	45
AIDS WEEK AWARENESS WEEK.	COLLEGE	POSTER MAKING	Nill	10
SWATCH BHARAT PAKHWADA	COLLEGE	DISPENSARY CLEANING	Nill	50
SWATCH BHARAT PAKHWADA	COLLEGE	VILLAGE CLEANING	Nill	50
SWATCH BHARAT PAKHWADA	COLLEGE	RAILWAY STION CLEANING	2	50
SWATCH BHARAT PAKHWADA	COLLEGE	COLLEGE CLEANING	1	50
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
nil	0	nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
nil	nil	nil	Nill	Nill	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	Nill	nil	Nill
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7.5	6.9

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM21	Fully	3.5	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16426	1645169	525	83855	16951	1729024
Reference Books	34223	11023947	200	109504	34423	11133451
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	75	79148	Nill	Nill	75	79148
e-Journals	8	31775	Nill	Nill	8	31775
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	1045	111901	8	Nill	1053	111901
Library Automation	1	130200	Nill	Nill	1	130200
Weeding (hard & soft)	12201	424554	Nill	Nill	12201	424554
Others(specify)	9270	635251	340	53680	9610	688931
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 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others

	mputers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	104	2	104	2	0	22	8	10	34
Added	0	0	0	0	0	0	0	0	0
Total	104	2	104	2	0	22	8	10	34

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<div align="center">10 MBPS/ GBPS</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
6	5.8	5	4.4

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Institution has well laid policy for maintenance of its physical and other resources. ? Process: Institution regularly collects inputs from the stakeholders for making necessary additions and enhancement of infrastructure. Requisition is sent to Registrar who forwards the same to IQAC and LMC for discussion and its approval. Purchase committee makes decision for purchases below rupees one lakh while purchases involving above one lakh rupees is placed before the management for necessary approval. ? Regular inspection of equipment/ infrastructure is conducted by the college under the supervision administrative In charge. ? Purchase committee approves the expenses up to rupees one lakh while expenses above one lakh require proposal to be sent to Management for approval. ? Physical facilities:- The Institution has yearly Annual Maintenance Contract (AMC) with respect to water coolers, pest control etc. Stakeholders are encouraged to report any issues so that AMC contractor can be called for the same. ? Academic and Library Facilities: The College has subscribed to various official softwares like Microsoft, library software etc. AMC with respect to projector, LCD, Library maintenance is also in place. Uninterrupted internet is ensured. The College has one of the richest collection of books and e-books. Time to time maintenance of physical books in the form of binding etc is undertaken. Various library softwares are subscribed from time to time, and the renewal of the same is done. The Library has a browsing centre and also photo copy machine which is covered under AMC. ? Computer and IT Facilities: a. Computer Laboratory: IT teacher in consultation with IT AMC personnel, faculty and students place the requirements before the Registrar and Principal of the college for further action. Computers: Office, computer labs, staff room, SFC departments, VPs office, Library has computers connected with internet and printers. AMC is in place for computers. Computer Lab is maintained by having a dedicated technical engineer for AMC. ? Gymkhana and Sports (Indoor and outdoor): The College is situated in the heart of Mumbai

city. Indoor sports is organized in well maintained Gymkhana and other parts of campus. Equipment in Gymkhana are maintained under AMC. College uses handball court of sister institution, We also hire various quality playgrounds for sports such as football, hockey etc. ? Classroom: Head-Class IV employee is given the duty of looking in to cleanliness and any other maintenance required relating to electricity, fan, tube lights, benches, black boards/ smart board etc. The college has taken special efforts to reduce the carbon footprints and reduce electricity bill by replacing normal tube lights with LED. The College has also installed electrical equipment outside each class so that the entire electricity to the class can be switched off when not required in order to save electricity. Time to time inspection of equipment is undertaken and they are replaced wherever required. Structural audit is undertaken as per requirement

https://www.mmk.edu.in/wp-content/uploads/2021/09/Write-up-for-Procedures-and-policies-for-maintaining-and-utilizing-physical-4.4.2-Criteria-IV-2018-19.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Govt. scholarship, free ship for reserve category students	72	135583
Financial Support from Other Sources			
a) National	nil	Nill	Nill
b)International	nil	Nill	Nill
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga/ Meditation	15/06/2018	6	University of Mumbai and HSNC Board
Personal Counselling	21/06/2018	124	Ms. Rajita Ramchandran
Remedial Coaching- Eco Maths	14/03/2018	50	Dept of Business Eco Mathematics
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
Nill	nil	Nill	Nill	Nill	Nill

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
19	150	67	6	10	6
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	48	BCom, BA, BBI, BMS	Commerce	Smt. MMK College	M Com – Advanced Accountancy
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	Nill
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
LATE L.H. HIRANANDANI FOOTBALL TOURNAMENT	HSNC BOARD	30
TUG-OF-WAR	UNIVERSITY OF MUMBAI	1
LAWN TENNIS	UNIVERSITY OF MUMBAI , KHELO INDIA	1
POWER LIFTING	UNIVERSITY OF MUMBAI	1
SHOOTING	INTER COLLEGIATE UNIVERSITY OF MUMBAI	1
JUDO	Inter-collegiate UNIVERSITY OF MUMBAI MUMBAI GAMES	1
HOCKEY	UNIVERSITY OF MUMBAI INTER- COLLEGIATE, JUNIOR NATIONALS, SENIOR NATIONALS	10

BASKET-BALL	UNIVERSITY OF MUMBAI INTER COLLEGE	1
FOOTBALL	UNIVERSITY OF MUMBAI INTER COLLEGE, SANTOSH TROPHY NATIONAL	8
[View File](#)		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold medal	National	1	Nill	628	Arman Ajay Bhatia
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the guidelines issued by the Government of Maharashtra elections for student council will be held from the academic year 2019-20. However, there are many committees which have been formed where there is active student's representation. a) Library committee b) Anti-ragging committee c) Gymkhana committee d) NSS e) Literary and debating society f) Women's development g) Student's seminar committee Meetings are held on regular basis and students help in organising various events.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

250

5.4.3 – Alumni contribution during the year (in Rupees) :

82600

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meet 2019 was organised on 16th March 2019.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college delegate authority and provide operational autonomy to the departments of the institution and work towards decentralized governance system in the following ways:- • The Principal is the defacto head of the institution and looks into academic and administrative matters. Vice-principals are appointed to assist principal to look after the smooth functioning of the college. Policy and plans are initiated at the meeting of LMC and IQAC. LMC

ensures the institution works as per the University guidelines and regular quality check are carried through internal audit. The college promotes a culture of participative management. The IQAC constituted various committees of faculty to take responsibilities of different activities of the college. • The Statutory Committees such as Examination Committee, Unfair Means Committee, Admission Committee IQAC Cell and Functional Committees such as Student Discipline Committee, Scholarship Committee, Cultural Committee, Seminar Workshop Committee, Alumni Committee, Women Development Committee etc. • Authority is delegated to committee in-charge and staff members in smoothly running their activities and necessary resources are provided by the college. • The College helps to develop leadership skills of staff members by putting them in various committees and under the supervision of senior faculty as a head of committee in-charge. Committee in-charge mentors the junior faculty and supervises their performance. • The Principal also interacts with the heads of department and course coordinators and individual faculty in their capacity as heads of committees as and when required. Students on an individual basis or as part of the council interact with him bringing their concerns to him. • The Principal delegate authority to HOD's in allocation of work load, allocation of subject, paper setting, evaluation, organizing workshops, seminars etc. • Sports committee is provided financial support in carrying out their sports activities and necessary financial support is also provided to NSS for fulfilling its NSS activities. • The office administration of the college is headed by the Registrar and holds regular meeting with the non-teaching staff to discuss the issues related to the office work.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	? Curriculum Development • Curriculum is designed by the University of Mumbai from time to time. • Our teaching staffs are encouraged to participate in curriculum framing exercise by being part of Board of Studies and Syllabus Committee members. • Our faculty members participate and attend various curriculum development workshops and seminars organised by Board of Studies, University of Mumbai. • One of our faculties has been serving as a member of Academic Council in the University of Mumbai since last year
Teaching and Learning	• Each classroom of our institution is well equipped with LCD Projectors and Mike facility. All the faculty members are encouraged to use innovative methods in teaching. • College conducts regular orientation programs for students at UG and PG level. • Identifying slow learners and giving them additional lectures (i.e. remedial coaching) for improving their academic performance. • Intensive

	lecture are also organised for bright students so as to bring about further improvements in their results in university examinations. • College also conducts industrial visits for students so that they get practical perspective of the learning process adopted in the classrooms. • Our college library is well equipped with books, magazines, journals and e-resources which help the students in enhancing their knowledge and developing their skills. • College also prepare academic calendar, teaching plan, time table, tentative exam schedules etc. and notify the same well in advance to all the stake holders.
Examination and Evaluation	• The examination committee is constituted as per university norms with members from teaching faculty and the administrative staff. The Principal is the chief conductor for exams. • The college conducts exams as per the university schedule. The examination schedule is displayed on the college notice board as well as on college website. • Hall tickets are issued to students for all examinations so as to mask the identity of students and promote unbiased evaluation. • The rules relating to the conduct of examinations, assessment, moderation, revaluation, photocopy, gracing are followed as per the latest university circulars. • Before commencement of examinations, the examination chair person calls a meeting of subject heads to discuss the process of assessment, evaluation and moderation. • Additional exam is conducted for those students who are unable to give exams due to participation in extra -curricular activities or on medical grounds. • To promote unbiased evaluation of answer sheets, each subject head is asked to provide the names of five subject experts for moderation purposes. The principal and examination committee selects the name of one subject expert out of the names provided after taking in to consideration their respective expertise. • Through question paper and assessment audit, the remarks and observation of moderator subject expert are recorded and imparted to the concerned subject head for improvements in question paper and assessment. • The examination committee collects the

	result analysis of various examinations from respective subject heads. • Remedial lectures are conducted for the benefit of weak / failed students before commencement of A.T.K.T. examinations. Learning disabled support provided for examination. • Intensive lecture are held for bright students so as to bring about further improvements in their results in university examinations. • Marksheets are distributed to students with their CGPA. The above measures contributed to improvement in overall results.
Research and Development	• The college has Ph.d. Research Centre in the subject of Commerce and Management. • 01 of our faculties has completed Ph.d. in 2018-19 and 03 of our faculties are pursuing Ph.d. • Minor research projects of 04 of our faculties have been sanctioned by University of Mumbai in 2018-19. • Library, Internet facility, e-resources and equipment's are well maintained, regularly updated and made available to teachers as well as to students. • Teaching staff are motivated to take part in workshops, seminars and conferences and are given required duty leaves and financial support for participating in these research activities. • Our College acknowledges the achievements of Ph.D. awardees on the annual day function and through college magazine 'Beacon'
Library, ICT and Physical Infrastructure / Instrumentation	The faculty members use the library resources to enhance their knowledge and to prepare teaching aids. In 2018-19, we have added 725 books (which accounted for 193,359 Rs.) including textbooks and reference books to augment existing resources. Subscription to periodicals and NLIST were continued. New initiative has been taken by the Librarian by creating official media groups for the faculty to inform the new arrivals in the library by forwarding image of cover page and contents page. The library also has a media room for the teachers to prepare teaching aids. The media room has two computers with internet facility along with a printer and scanner. The library issues sets of text books from the Book-Bank to the needy B.Com students which they can use for the full academic year. This year

	we have added 340 textbooks to the book bank and 92 students availed the facility. LCD projectors are placed in all the Classrooms for conducting ICT enabled lectures by the faculties.CCTV's are also positioned in every classroom, every floor, library and near the main gate.LCD Televisions are also placed on Ground Floor of the campus for News updates.
Human Resource Management	• Recruitment is strictly done according to University of Mumbai, Maharashtra Government and UGC guidelines. • Faculties are allowed and motivated to upgrade their skills on rotation basis. • In A.Y. 2018-19, our faculty attended the following courses for upgrading their skills: Refreshers Course – 02, Faculty Development Programme – 04, Short Term Course – 01 etc. • Institution also ensures the welfare of non-teaching staff by motivating them to improve their academic qualifications by providing necessary support. • Job rotation of administrative staff is done to ensure that they should be familiar with the various functions of administration. Similarly, teaching staff are also rotated in various committees. • Institute has helped the qualified teachers of self-financing courses in getting approval from University of Mumbai and providing them salary under 6th pay.
Industry Interaction / Collaboration	• The Placement cell of the college organises campus placement by leading companies. • In 2018-19, 68 students of our institute were placed through placement cell in leading companies such as M/S. Indus Communications, Zomato, LIC of India, Tech Mahindra Business Services Ltd., Hapag Lyod, Affinity, Iosis, Karvy, P3 Architectural Solutions, ICICI Prudential Life Insurance, Endurance International Group etc. • As a part of knowledge enhancement of the students, regular industrial visits (international and national) and field visits are organized, thus culminating education by experience. • In 2018-19, our college organized industrial visits such as Bamul Milk Processing Unit (Bangalore), ND Studio (Karjat), Alok Industries Ltd, Garment Factory (Silvassa), Mahanand Diary (Goregaon)

	etc., for the students of aided and self financed courses. • In addition to in-house faculty, professionals from industry also engage lectures for self-financing courses. • Internships for students are facilitated by the institution.
Admission of Students	• College follows the admission procedure specified by the University for Minority Institutions from time to time. • The admission schedule adopted is as per the university norms. • The admission committee is constituted every year by the principal with members from the teaching faculty as well as administrative staff. The duties of the committee are appraised. • The committee meets from time to time, chalk out the admission tasks, displays notices for information to prospective students. • The committee finalises in house and minority admissions before determining the number of seats that are available for display through merit lists. • After completion of admission process, student enrolment forms are completed and the details are sent to the university with in specified dates. • The college maintains year-wise record of student database.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	• The concerned committee downloads circulars, notifications related to first year admissions to various undergraduate courses from Mumbai University site. • The relevant admission related circulars and notifications are displayed on the college website for the benefit of all stake holders. • The link for obtaining online admission form specifying college and course opted for, is also provided on the college website. • Admission schedule, procedure, photocopies of documents to be submitted along with pre admission online and off line form is displayed. • Merit lists as per university schedule under various categories such as open, sports, minority, physically handicapped are declared. Instructions relating to payment of fees, submission of original and photocopies of documents are displayed.

Examination	• The information relating to examinations is put up on college website for the benefit of students. • Exam related rules and regulations as well as results of the past five years are included in college prospectus and college website. • Exam schedule for regular and A.T.K.T. exams is displayed on the college website. • Students are also informed about A.T.K.T. exams, dispatch of hall tickets, mark sheets from time to time through SMS on their registered mobile phones.
Planning and Development	Various information pertaining to academic and non-academic activities conducted in the college are displayed in the college website for the information of all the stakeholders.
Administration	• The administration activities in the college are mostly automated and efforts are being taken to achieve full automation. For example: Admission merit list is displayed on the college website, Details of students are maintained with the help of custom-made software 'Vridhi' etc. • There is biometric system for recording attendance of all faculty members in the college. • The college has developed mobile app. specifically to record attendance of college students in the premises. • The irregular students are intimated on deficiency in their attendance via SMS and record of the same is maintained.
Finance and Accounts	• College uses Sensys Easy TDS for Income Tax Calculation of College Employee online return file. • Online Professional Tax Return File. • College using Tally ERP software for Entering Voucher, Receipts, Fees Details Student Name wise entry. • MKCL is software of university of Mumbai for data entry of enrolment eligibility and examination work related to students. It helps the college in generating the hall tickets, invoices, mandates of the entire degree college.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2018	MR. SHRINIVAS AIYAR	Registration fees for workshop of Refresher course at D. A. V. Arya College from 12.10.18 to 1.11.18 GST Workshop at SES Somaiya College on 19.1.19 to 23.1.19, Workshop at Model college on 2.2.2019	nil	3000
2018	Dr. JAYESH RANA	Workshop at R.D.National College on 25.6.18 GST Workshop at SES Somaiya college on 19.1.19 to 23.1.19, Model college -2.2.2019	nil	2600
2018	MR. SATYAPRAKASH PANDEY	Chandraban Sharma College - International Multidisciplinary Conference on 07.04.18 Seminar of MMK College on 25.6.18 IQAC Workshop on 6.7.18, Conference at NSS College	nil	2300
2018	MR. MANIKANDAN IYER	Chandraban Sharma College - International Multidisciplinary Conference on 07.04.18 R.D.National College - Workshop Participation on 8.9.18 SES College - Workshop Participation on 19.1.19 GST Workshop - S.K.Somaiya College, Conference at	nil	2600

		NSS college		
2018	MRS. ASHA BHAT	International Conference on 21.4.18 (MATUNGA)	nil	1500
2018	Dr. ANJALI VERMA	International Conference on 21.4.18 (MATUNGA) Registration fees of Mumbai University workshop	nil	2500
2018	Dr. AASHISH JANI	Workshop on 10.5.18 at Changa Kana Thakur (CKT) College Workshop on 30.6.18 at Tolani College Registration of fees of national conference on 18.1.19	nil	1900
2018	Dr. MEENAKUMARI KATTA	Workshop on T.Y.B.Com Syllabus , MMK Collegeon 25.6.18	nil	300
2018	Dr. SANDEEP SAHU	Registration fees for UGC, Refresher course at D. A. V. Arya Collegefrom 12.10.18 to 1.11.18 International Conference in Mumbai Universityon 4 5th Oct -18	nil	3000
2018	MR. SUSHANT DAMODARE	Registration fees for National seminar on 02.11.18 Registration fees for UGC, Refresher Course SIES College, workshop on 6.10.18	nil	2500

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on Syllabus Revision of T.Y. (B.COM, T.Y.BMS T.Y.BAF)	nil	25/06/2018	25/06/2018	150	Nill
2018	Workshop of Revised Guidelines of Career Advancemen t Scheme (CAS)	nil	16/03/2019	16/03/2019	10	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Swayam Course (Online)	1	16/08/2018	16/11/2019	104
Faculty Development Programme (FDP)	1	08/12/2018	17/12/2018	10
Short Term Course	1	14/11/2018	20/11/2018	7
Refresher Course	2	12/10/2018	01/11/2018	21

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	3	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

| Health check up, Doctor on call facility, Reimbursement of Medical expenditure as per Government guidelines ,Staff quarter for Principal , Library facility, Pantry for Staff ,Maternity leave for Aided and Un-aided staff ,Admission and fees concession facility for children of our staff,financial support to attend conferences and seminars, advance salary paid to staff, 6th pay salary for qualified un-aided staff, credit cooperative society, Felicitation of staff who completed 25 years of service, LTC facility | Health check up ? Doctor on call facility ? Reimburse of Medical expenditure as per Government guidelines ? Staff quarter for non-teaching ? Credit-Co-operative Society ? Admission and fees concession facility for staff's children ? Pantry for Staff ? Advance salary paid to staff ? 10 Staff Members (Total Advance Salary: 2,12,000 Rs. /-) ? 28 Staff Members (Total Festival Advance: 560,000 Rs. /-) ? Cigna TTK Health Insurance (Total 1,41,630 Rs. /-) credit c, Felicitation of staff who completed 25 years of service | Best student award ? T-shirts provided to NSS volunteers ? Scholarships: 75,900 Rs. /- ? Group Insurance: 112,336 Rs. / ? Book Bank Scheme: 53,680 Rs. /- (340 books purchased for book-bank scheme) |

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has initiated internal audit w.e.f. 2015-16, but regularly conducts external financial audit. External financial audit of A.Y. 2018-19 will be carried out shortly. A letter, applying for external audit, has been already sent by the college to the auditor.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Smt. Mithibai Motiram Kundnani Scholarship(T.Y.B.Com Stream Toppers),Smt. Jotu Khushiram Kundnani Scholarship(S.Y.B.Com Stream Toppers), Principal Khushiram Motiram Kundnani Scholarship(F.Y.B.Com Stream Toppers),Smt. Mithibai Motiram Kundnani Scholar	75900	Felicitation to students -topper in study, Students securing highest marks in subjects,Best non-teaching staff,Best Reader
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6.4.3 – Total corpus fund generated

100000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Internal Committee appointed by PrincipalInternal Committee appointed by Principal
Administrative	No	Nill	Yes	Internal Committee appointed by Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

? College is having an unstructured Parent Teacher Association .College conducts regular meetings with the parents of attendance defaulters. ? College also organise regular orientation programmes for all the F.Y, S.Y T.Y level students of Aided and self-financing courses, where parents are also encouraged to attend. ? The purpose of the programme is to make them aware of their syllabus, exam paper patterns and various rules regulations of the college etc. Interaction with parents during scholarship and annual prize distribution function.

6.5.3 – Development programmes for support staff (at least three)

? Non-teaching staff members are motivated and supported by Institution to upgrade their skills on rotation basis. ? Participation of Non-Teaching Staff in workshops/seminars (2018-19) such as: (I) MKCL – 04 (II) Attended Workshop/Seminar on SC/ST and Pension – 01 (III) AISHE/MIS – 02 (IV) Best Practices in Office Administration – 02 (V) Yoga workshop – 03 Workshop on college affiliation-02 Workshop on NAAC-02 Workshop on 7th pay commission-02 ? Support staffs are provided with loan facilities, festival advance, uniforms, advance salary, fee concession for their child etc. ? In 2018-19, advance salary 2,12,000 Rs /- and festival advance 560,000 Rs /- were provided to Supporting Staff. ? College also gives priority in admission for their wards in College.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three) Post accreditation initiatives adopted by the institution are as follows: ? Skill Development: • Soft Skills training With the increase in the need for soft skills, the college tied up with Pravar learning started soft skills training for the students to improve their skills increase their chances of employability. We can proudly say that most students who participated in the course benefitted as they got jobs or admission in reputed institutions in post graduate courses. 22 students benefitted from the courses in all in the first batch of 2018-19. The course was rigorous was held for 5 days 4 hours per day for first 4 days then for 6 hours on the last day. Students were graded for their performance in the assessment conducted. • Diploma in GST The college started with an Add-on course of diploma in Goods service tax for students of BFM, BAF B.Com it was a good learning experience as it gave students hands on learning of the GST software as well as lectures by experts. The college has tied up with Edutech centre so far 65 students have benefitted from it. The course was held for 10 days, 3 hours every day. Post completion the students

got a participation certificate. • Advance Excel training The college has been successfully running an advance excel course in association with ATS learning solution. The certificate based course has been running for 3 years nearly 140 students have benefitted from it. The course is for 30 hours is completed in 5 days with hands-on practical training for the students. Subsequently, there are revision mock tests then the exam is conducted for the same. It is one of the best add-on courses offered for the students adds value to their curriculum helps in final placements. • Swayam: Our institution has taken intiative to empower our students by increasing their academic knowledge and exposure to e-learning skills by introducing certificate course "Principles of Marketing" hosted on the Swayam platform (UGC) from 16th Aug to 16th Nov 2018. A first batch of 22 students from S.Y T.Y.B.Com has successfully completed the course and received the certificates under the guidance of Course Co-ordinator Dr. Shreekumar Menon. ? Placement: Our institution organises campus placement by leading companies through the Placement cell. In 2018-19, 82 students of our institute were placed through placement cell in leading companies such as M/S. Indus Communications, Zomato, LIC of India, Tech Mahindra Business Services Ltd., Hapag Lyod, Affinity, Iosis, Karvy, P3 Architectural Solutions, ICICI Prudential Life Insurance, Endurance International Group etc.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Revised Parameters of Assessment Accreditation of NAAC and Structuring of Student Satisfaction Survey'	02/02/2019	02/02/2019	02/02/2019	78
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Women Empowerment	18/09/2018	18/09/2018	30	30
Street play On Women	15/10/2018	15/10/2018	5	8

Empowerment				
Lecture on Sexual harassment at Workplace	23/10/2018	23/10/2018	60	40
Self Defense workshop	11/12/2018	12/12/2018	40	Nill
Self-defense Workshop	30/01/2019	30/01/2019	90	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
• **Energy saving mechanism is ensured by switching of the lights and fans after the lectures are finished off for the day. Teaching faculty has been appointed as Floor In-Charge to monitor whether the floor peons are following the instructions attentively. • The college has started replacing the CFL lights with LED Bulbs as per the recommendations of energy and green Audit. • E-Waste collection drive was organised from 20th February to 27th February, 2019. • 85 percent of faculty use public transport**

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Braille Software/facilities	No	Nill
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	27/08/2018	13	Bandra Educational Recreational Project	We helped the students by teaching them their syllabus	50

| 2018 | 1 | 1 | 26/09/2018 | 1 | Blood Donation Drive | we organized a Blood Donation Camp and Thalassemia Check-up in collaboration with Mahatma Gandhi Blood Bank | 50 |
| 2018 | 1 | 1 | 01/12/2018 | 7 | AIDS Week | To make people aware about AIDS and HIV through competition | 50 |

View File

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College prospectus	31/05/2018	It is published and given to students at the time of admission which contains all rules and regulations related to behavior a student is expected to observe on the campus

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on traffic rules, road safety and use of mobile app	07/02/2019	07/02/2019	15
Swatch Bharat Pakhwara	01/08/2018	15/08/2018	50
Interaction with students on obeying traffic rules	21/08/2018	21/08/2018	5
Run for Unity	31/10/2018	31/10/2018	5

View File

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

E-waste collection drive from 20th Feb -27th Feb. 2019 Say No To Plastic [4th August 2018] - NSS Activity Swatch Bharat Pakhwara[1st August To 15th August 2018] -NSS Activity Participation in Marathon To Go Organic [23th December 2018] NSS Activity 85 faculty use public transport The college has started replacing the CFL lights with LED Bulbs as per the recommendations of energy and green Audit Energy saving mechanism is ensured by switching of the lights and fans after the lectures are finished off for the day. Teaching faculty has been appointed as Floor In-Charge to monitor whether the floor peons are following the instructions attentively. The college has a cleanliness committee as per the notification issued by the Principal.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES – 1: PROMOTION OF SPORTS CULTURE GOAL The college is known for its excellence and dedicated efforts in making sports popular among students. Undoubtedly sports is always an essential component of a liberal education. Smt. MMK College is committed to inspire, encourage and empower young students towards sports. Sport provides students with much more than stronger and fitter body. We believe that sport has a huge impact on positive self-esteem. The aim is to nurture confidence, social skill, ambitions, team work and ability to deal with setbacks. The college coached many students and is a strong believer in the values and skills which sport can generate. The college has been organising four sport events for last so many years. College has produced many international and national level sports person. THE CONTEXT The Indian sports sector has a socio economic impact contributing to 1 to 5 of national GDP. Sports is not only our extracurricular activity but it boosts the youth and instils pride among them. It is a good tool for community outreach, helps us to facilitate socio – economic development of our nation. MMK sports expanded its boundaries to international and national level and day by day raising its popularity by producing super heroes in sports like international hockey Asian gold medallist Viren Rasquinha, International shooting commonwealth gold medallist Sameer Ambedkar, International Lawn tennis player Hadin Bawa etc. THE PRACTICE Facilities Available ? The College has a separate sports room which has a Professor In charge. The Sports Room has been renovated and has the facilities such as computer, internet, printer and scanner. ? The Sports Room also has an Indoor Gym with State of Art Treadmills. ? There is a multi-purpose gym installed in the sports room and dumbles. ? The Boys Common Room in the College has table tennis, carom and chess. ? Due to space constraint the college has been sharing the Multipurpose Basket Ball Court and Badminton Court with National College, our sister institution. EVIDENCE OF SUCCESS: A series of extra-curricular activities take place supplementing the classroom teaching. Sports is one of MMK's major fields of achievement. Promotion of sports and games has always been an important aspect at Smt. MMK College. The young super sportsmen of Smt. MMK College have left no stone unturned in ensuring that they take the MMK flag to greater heights every year. Smt. MMK College has won many gold medals in sports and we have been placed 12th out of 791 institutes in the Mumbai University sports rankings. SPORTS EVENTS CONDUCTED BY SMT. M.M.K COLLEGE i) We conducted H(S)NC Board's 26th "Vidya Sagar" Principal K.M. Kundnani and Barrister H.G. Advani Memorial Inter-Collegiate Chess Tournament for Men and Women on 20th July and 21st July 2018. Seven teams participated in the tournament which consisted of 80 participants out of which K.C. College won the Men and Women championship. MEN'S CATEGORY: 1st Place-K.C. College. 2nd Place-H.R. College 3rd Place-Smt. M.M.K. College and C.H.M College. WOMEN'S CATEGORY: 1st Place-K.C. College. 2nd Place-H.R College 3rd Place-Smt. M.M.K College. ii) Conducted H(S)NC board's 5th Dr. L.H. Hiranandani Memorial Inter-Collegiate Football Tournament for Men Women on 31st August, 1st September and 8th September at Fr. Agnals, Vashi and Cooperage stadium, Colaba. Fourteen

boys' team and Four girl's team. Smt. M.M.K College of Commerce and Economics won 1st place in the men's category against K.C. College and K.C. College winning in the Junior college and Women's category against Smt. M.M.K. College. iii) Conducted our Annual Athletic Meet on 19th January at Sacred HeartSchool Ground, Khar. STAR PERFORMERS 2018-2019 (DEGREE) i) BASKETBALL: This year our Men's Basketball Team won 4st place in the University of Mumbai Inter-Collegiate Basketball Championship amongst 80 participating colleges. Our student Mr. Aiyaz Shaikh of FYBCOM was selected as a reserve player for the University of Mumbai Basketball team to represent at All India level. ii) FOOTBALL: Our Men's football team won the All India Football Championship organized by Himachal Pradesh Football Association and made it to the top 8 in the Reliance tournament and in the University of Mumbai football tournament out of 200 participating teams. a) Omkar Shinde: Represented PIFA COLABA MUMBAI at I-League organized by AIFF. Represented University of Mumbai team and won the west zone championship. Represented Mumbai District senior team in the District Championship. b) Atharv Rane: Represented KENKRE FOOTBALL CLUB at I-League organized by AIFF. Represented Sindhudurgat district level by WIFA. c) Abhishek Patil: Represented FOOTBALL SCHOOL OF INDIA at I-League organized by AIFF. d) Represented Sindhudurg at district level by WIFA. e) Reuben Fernandes of TYBMS got selected to represent Daman and Due at Santosh Trophy. Three of our girls represented state and district level teams: f) Riya Tank: Represented Mumbai district at district level competition. Currently representing Maharashtra at national level. Represented Maharashtra at Khelo India Youth Games. g) Ragini Singh: Represented Mumbai district at district level competition. h) Meenakshi Bhagat: Represented University of Mumbai Football team at the Inter-University Championship. iii) HOCKEY: The senior college girls team won the first place at the University of Mumbai Intercollegiate Hockey tournament. Six of the students represented the Mumbai team at Nationals. a) Manshi Belgaonkar: Represented university of Mumbai in inter-university west-zone tournament and senior nationals. b) Madhavi Patil: Represented university of Mumbai in Inter-university west-zone and senior nationals c) Chaitrali Gawade: Represented University of Mumbai in Inter-university west-zone and senior nationals. Currently playingunder-21 for KHELO INDIA YOUTH GAMES d) Araminta Kamath: Represented Maharahtra at Junior Nationals e) Gauri Joshi: Represented University of Mumbai in Inter-university west-zone and Senior nationals. f) Natasha Braganza: Represented senior-nationlas an Inter-university west zone. g) Neha Jaiswal: Represented senior-nationals. h) Sonal Shinde: Represented Maharahtra at Junior Nationals. i) Saurabh Bhayadekar: Represented University of Mumbai in Inter-university west-zone j) Pranay Pilane: Represented University of Mumbai in Inter-university west-zone iv) JUDO: Rohit Kannaujiya of SYBCOM won bronze at the University of Mumbai Intercollegiate Judo tournament and Mumbai games v) SHOOTING: Sharvari Raje of SYBMM scored 383/400 and stood 9th in the Intercollegiate University of Mumbai Shooting Tournament. Qualified for Nationals. vi) LAWN TENNIS: Armaan Bhatia of SYBcom Won Silver medal at University of Mumbai Lawn Tennis Championship. Representing University of Mumbai at China at the InternationalUniversity Tennis Championship. Gold medal at Khelo India Youth Games. v) TUG OF WAR: Anusha Shetty of FYBcom got selected to represent University of Mumbai team at the University Championship. vi) YOGA Pavithra Devadiga of FYBcom won gold medal at HSNC board's intercollegiate Yoga Competition vii) ANNUAL ATHLETIC MEET: a) Meenakshi Bhagat won the Women championship. b) Melchior Fernandes won the Men championship. STAR PERFORMERS (JUNIORCOLLEGE) i) FOOTBALL: a) Joel Barnes of FYJC represented the U-17 National team and also played I-League at the state level organized by the AIFF. b) Floyd Dsouza and Anupam Poojari of FYJC played I-League at state level organized by the AIFF. c) Aishwarya Bangera of FYJC played I-League at the state level organized by AIFF. ii) HOCKEY: Shruti Ruke represented 9th Hockey India JR WOMEN national hockey championship. iii) BOXING: Vanshika Bhargava won gold medal at Maharashtra state Boxing Junior Girls Gold medal at

the Mumbai Division DSO. Gold Medal at the SGFIDSO Maharashtra State Boxing Championship and SGFI Nationals. iv) BASKETBALL: Nikhil Gupta and Yogesh Jaiswar of FYJC represented Mumbai North and Mumbai Central at district level organised by Maharashtra Basketball Association. v) LAWN TENNIS Tejasvi Mehra of SYJC ITF Junior ranking No.725. Won the U-18 doubles championship at NS Ahmedabad. vi) ANNUAL ATHLETIC MEET a) Rhea Rodrigues won the Girls championship. b) Taha Khan won the Boys championship. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: The funds received are maintained under separate bank accounts. This has been done to provide autonomy and flexibility to sports committee. Financial help is also extended by our boards. The college does not have its sprawl space to practise sports in its own campus. The college has to hire and locate the places available in the vicinity for organising of sports events. College does the make the best efforts to obtain sports ground with proper infrastructure and multi functionality amenities ANNEXURE – VII BEST PRACTICES – 2: SEMINARS, WORKSHOPS INDUSTRIAL VISITS GOAL: The College looks at education differently. It consistently and constantly works to form the students as Competent, Committed, Creative and Compassionate human beings. Through traditional B.Com. course and Self-Financing courses we strive to make a difference in the lives of the students forming them socially conscious and responsible citizens of the country and industry ready too. Once students have completed the degree, they have overall developed personality and many students get placed by our placement cell. The College believes in giving back to the community in whatever ways possible by them .Keeping these high morals and living up that verve, is what makes students at the College stand out. THE CONTEXT: Realizing the importance of holistic development many activities are undertaken to make the students sensitive to various issues. A plethora of events are organized each year to create awareness on campus, and

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.mmk.edu.in/wp-content/uploads/2021/08/7.2-Best-Practices-2018-2019.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

ENCOURAGEMENT TO SKILL DEVELOPMENT AND ENTREPRENEURSHIP AMONG STUDENTS: The college strives to inculcate employability skills among students so that they can become independent and employment ready once they are graduates .Various activities are conducted in the college in order to achieve this objective. The college also arranges many industrial visits to give exposure and experiential learning to students. i) SEMINARS /WORKSHOPS/SYMPOSIUM CONDUCTED: a) Guidance on Career Plans to help sketch their future (A Workshop on NET/SET/PET/Public Service Entrance Exams): On 18th January 2019, a workshop was conducted to provide a broad overview of the numerous career options available to students with an introduction to career planning b) A Two –day National level workshop on "Digital Marketing and Hands-On training on Photoshop Coral –Draw Illustrator" was conducted on 16th and 17th January 2019. c) Development of Life Skill-A Symposium on Budget and Indian Economy on 2nd March 2019: This program was organized to promote two –way communication. Students learned how to evolve thinking and come to a solution for a particular issue/concern d) A seminar on opportunity in media industry was conducted on 31st August 2018 by MAAC Bandra branch students were explained different career opportunities in animation/VFX/Film and gaming industries by Mr. Nitin Gadia, Centre Director of MAAC, Bandra. e) On the 4th of September 2018 a seminar on developing professional competencies through coaching and mentorship was conducted by college in association with TALERANG, Mr. Bineet Hora revealed need for

students to develop professional competencies and engage in summer internships for skill development. f) As part of skill development initiative of Government of India, NYCS (National Yuva Cooperative Society Ltd) held a skill development counseling workshops on 10th January 2019. Students were administered psychometric test to help select right career path and also various government schemes like PMKK (Pradhan Mantri Kaushal Kendra, JSS (Jan Shikshan Sansthan, DDUGKY (Deen Dayal Upadhyay Grameen Kaushal Yojana) etc were explained to the students. g) On 20th February 2019, Growth Centre Pvt Ltd held a seminar highlighting importance of employability skills amongst the students. Ms Tanvi Ashar, psychologist stressed importance of soft skills, summer internships and participation in extra and co curricular value addition activities in college. The Commerce department of our college had conducted one day visit to Mahanand dairy in Goregoan on 5th January 2019. The aim of this visit was to provide exposure to students on realistic operational environment. This visit added to theoretical knowledge being provided in the classrooms. 180 students from B.COM Course were accompanied by Dr. Shreekumar Menon, Ms. Chippy Bobby and Mr. Sushant Damodare. BMM: a) Students were taken for an Industrial Visit to Mysore and Bangalore in August where they visited the biggest plant of Karnataka State Milk Cooperative Ltd and understood the entire processing of milk and milk based products. b) The class of SYBMM visited ND Film studio on the 25th February 2019. The students entered the studio as we passed by the Mount Rushmore type sculpture of the various acting legends of Bollywood. They

Provide the weblink of the institution
https://www.mmk.edu.in/wp-content/uploads/2021/08/7.3-Institutional-Distinctiveness-2018-2019.pdf

8.Future Plans of Actions for Next Academic Year

1. To be able to enhance the Brand Equity of the College, which it has created for itself, in its Local Jurisdiction between Dadar and Santacruz 2. To achieve the Title "College with Potential for Excellence" which is granted as per the norms laid down by UGC 3. To create an enabling environment for holistic development of Students, Faculty and Support Staff 4. To facilitate continuous upgradation and updation of Knowledge Use of Technology, by Faculty and Students 5. To fulfil its Social Obligations, in the manner of providing formal informal education, dissemination of Knowledge, organizing programmes and activities for the benefit of the Community and Other Stakeholders 6. To create awareness and initiate measures for Protecting and Promoting Environment 7. To encourage and facilitate Research Culture, to promote Research by students and Faculty and Consultancy by Faculty 8. To provide additional thrust to promote Sindhi Language 1.1. To revise the Vision and Mission of the College, where necessary, to align with the aforesaid objectives 1.2. To continuously Innovate, Introduce new courses and remain relevant to the changing needs of the stakeholders 1.3. To provide thrust to achieve excellence in niche courses, such as BAF BMM 1.4. To monitor Quality Assurance and Quality Enhancement activities of the Institution and to obtain ISO Certification 1.5. To Implement suggestions made in the Academic Audit Report by the Audit Team deputed by Mumbai University and the Recommendations made by the NAAC Re-Accreditation Committee, during the third cycle of NAAC 2.1 To Implement Structural Repairs to Building and Electrical Repairs, on the basis of Structural Audit, carried out by the Management 2.2 To Implement the recommendations made by Audit Team which conducted Green Audit Energy Audit, carried out by the Institution 2.3 To provide space for and make available Canteen Facility and Canteen Kiosk, for Students Staff Members 2.4 To create Additional Lecture Rooms by optimally utilizing the available space 2.5 To provide resources required for Use of Technology to provide online course contents, video lectures, etc , to overcome space constraints 3.1 To automate various Office Administration Processes 3.2 To make available all Information online on the College web-site relating to Admission, Examinations, Courses,

Rules, Committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities, Others 3.3 Use of Short Messaging Service (SMS), Apps developed and designed for communication with Students, to be extended to students of all courses 3.4 To provide for a doctor on campus for the welfare of staff 3.5 To support various Staff Benefit and Welfare measures. 4.1 To upgrade Library Resources to include digital content, which can be accessed by Students and Faculty online 4.2 Digital Content in the form of Video Lectures, Study Notes, etc. to be made available on the web-site by Teachers 4.3 Digitisation of Research Papers published by Staff Members and of Papers presented during the Conferences hosted by the College 4.4 Faculty members shall be encouraged to create blogs to enable students to communicate their doubts, give feedback, suggestions, etc. 4.5 To make available Resources